

**Minutes of the Meeting Chaired by the Hon'ble Administrator,
Union Territory of Lakshadweep for the presentation conducted by
two consultant regarding State Portal, SSDG & e- forms project at
Lakshadweep, on 3rd October 2009**

The meeting held at Secretariat Conference Hall, Kavaratti, Lakshadweep on 03.10.2009 at 12:00 PM. Hon'ble Administrator of Lakshadweep initiated the meeting on role of State Portal, SSDG & e-Forms project in Lakshadweep by seeking clarification from consultant viz. M/s Ernst & Young Pvt. Ltd. and M/S UTI Technology Services, on the output deliverables of the consultancy . During the meeting, Hon'ble Administrator outlined the importance of clearly defining the deliverables and executing the projects with proper understanding of ground realities in Lakshadweep. Officers present are at Annexure-1.

Following are the major decisions taken during the meeting:

1. Hon'ble Administrator directed Technical Director, NIC to contact BSNL and to take necessary actions for meeting up 26 mbps capacity for SWAN immediately.
2. Submit hard copy of already identified forms for e-forms application thorough Planning & Statistics Department.
3. Start CSC centre in each island at Lakshadweep (10 centers).
4. Send a letter to DIT, Ministry of Communication and Information Technology for CSC implementation details at Lakshadweep.
5. Include helicopter ticket, Unique Identification and epic card form in the e-forms application.
6. Capacity Building work should start in the current month and remind the consultant, Wipro to reach the islands as desired to start the work.
7. State Portal, State Services Delivery Gateway & e-forms project and CSC project may have one common consultant and service provider. All CSC's in 10 Islands to be run by the Consultant /Service Provider to ensure accountability.
8. Conduct Meeting with all Head of Departments regarding identification of e-forms application.

This has approved by the Hon'ble Administrator vide diary no. 3329 dated 15.10.2009.



(Dr. M.S. SYED ISMAIL KOYA)

Director (IT) & Member Secretary (LITSS)

To

All concerned for immediate necessary action.

Copy to PA to Administrator.

Annexure-1

**List of Participants in the meeting held on 03.10.2009 at Secretariat
Conference hall**

1. Shri. J.K. Dadoo, IAS, Hon'ble Administrator on chair
2. Dr. M.S. Syed Ismail Koya Director(IT) & Member Secretary(LITSS)
3. Shri. K.P. Mohammed Koya, Technical Director, NIC, Kavaratti
4. Smt. C.G. Beebi, SSA, NIC, Kavaratti
5. Shri. P.A. Mohammed Hassan, SSA, NIC
6. Smt. Humaida Beebi, SO, NIC
7. Smt. Shahina Beegum, SO, NIC
8. Shri. Mohammed Hassan, Executive, LITSS
9. Smt. Ariba Abida, Executive, LITSS
10. Shri. Nizamudheen, Asst. Executive, LITSS
11. Shri. Naushad Khan.k, Asst. Executive, LITSS